



Welcome to the SD Child and Adult Nutrition Services webinar. The following training will provide a brief overview for the 800-series of the Administrative Review, also known as the Civil Rights Module.

## CIVIL RIGHTS

The State Agency (SA) must assess whether the School Food Authority (SFA) is complying with civil rights requirements as applicable to the Child Nutrition Programs, i.e., NSLP (including the Fresh Fruit and Vegetable Program, Seamless Summer Option, and Afterschool Snacks), School Breakfast Program (SBP), and Special Milk Program (SMP).

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The State Agency must assess whether the School Food Authority is complying with the civil rights requirements as applicable to the Child Nutrition Programs of National School Lunch Program, Fresh Fruit and Vegetable Program, Seamless Summer Option, Afterschool Snacks, School Breakfast Program, and the Special Milk Program.

## CIVIL RIGHTS QUEST: 800

- What is the non-discrimination statement that is used for appropriate Program materials? Please provide exact language.
  - *Copy and paste exact non-discrimination statement language. You can find this on your household free and reduced price application, notification of benefits letter, on your school lunch/breakfast website or student handbook.*
  - *An example of the language can be found at the bottom of the CANS website:*  
<https://doe.sd.gov/cans/>

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Starting with Question 800: What is the non-discrimination statement that is used for appropriate Program materials? Please provide exact language.

*For this question, just Copy and paste exact non-discrimination statement language. You can find this on your household free and reduced price application, notification of benefits letter, on your school lunch/breakfast website or student handbook.*

*An example of the language can be found  
at the bottom of the CANS website:*

<https://doe.sd.gov/cans/>

## CIVIL RIGHTS QUEST: 801

- Provide a copy of the School Food Authority's public release. RCCIs are not required to submit a public release unless their enrollment includes day students.
- *State office sends a public release out yearly.*
- *If your SFA uses the State public release, you do not need to provide a copy.*
- *If your SFA provides its own public release, you will need to provide a copy.*

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On to Question 801. **Provide a copy of the School Food Authority's public release.** RCCIs (Residential Child Care Institutions) are not required to submit a public release unless their enrollment includes day students.

*Some Reminders:*

*The State office sends a public release out yearly.*

*If your SFA uses the State public*

*release, you **do not** need to provide a copy.*

*But If your SFA provides its own public  
release, **you will** need to provide a copy.*

## CIVIL RIGHTS QUEST: 802

- What services does the SFA provide to Limited English Proficient (LEP) households?
- *Explain the services that your SFA provides to these households.*



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Question 802 asks: What services does the SFA provide to Limited English Proficient households?

*Explain the services that your SFA provides to these households.*

*And Consider what services may the SFA provide in the event of a Limited English Proficient student enrolling in their school.*

## CIVIL RIGHTS QUEST: 803

- What is the SFA's procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs?
- **Describe procedure or provide a written policy copy.**
  - *What steps do you follow if you receive an alleged discrimination complaint?*

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803: What is the SFA's procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs?

To answer this question, Describe the procedure **or** provide a written policy copy.

*A helpful question to help you describe your procedure is: What steps do you follow if you receive an alleged discrimination complaint?*

## CIVIL RIGHTS QUEST: 804

- Has the School Food Authority received any written or verbal complaints alleging discrimination in FNS Programs in the current or prior school year?
- **If yes, obtain the following information: date, nature of complaint, and agency complaint was reported to.**

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Now we are on to Question 804 which says: Has the School Food Authority received any written or verbal complaints alleging discrimination in FNS Programs in the current or prior school year?

**If you answer yes, you need to obtain some information: the date, the nature of complaint, and the agency the complaint was reported to.**

## CIVIL RIGHTS QUEST: 805

- What procedures are in place for accommodating students with disabilities or need for meal modifications?
  - *Explain what steps, if any, are taken by your SFA for students with special dietary needs?*
  - *Refer to CANS NSLP Memo #232.1*

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Question 805: What procedures are in place for accommodating students with disabilities or need for meal modifications?

*For this question, Explain what steps, if any, are taken by your SFA for students with special dietary needs?*

*You can Refer to CANS NSLP Memo #232.1*

## CIVIL RIGHTS QUEST: 806

- When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (e.g., cafeteria staff, F/R application approval staff) and their supervisors?
  - *Please write the date(s) these trainings took place.*
  
- Who attended these trainings?
  - *List who attended training.*



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Question 806. When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (for example: cafeteria staff and the F/R application approval staff) and their supervisors?

*Please write the **date(s)** these trainings took place.*

*Also list **who** attended the training*

## CIVIL RIGHTS QUEST: 806

- What topics were covered by the training? Provide supporting documentation for the responses.
  - *Explain what was covered in the civil rights training.*
  - Please provide documentation that supports these responses.
    - An example of this would be the printed off certificates from the CANS NSLP Civil Rights Training PowerPoint

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~~What topics were covered by the training? Provide supporting documentation for the responses.~~

Explain what was covered in the civil rights training, and Please provide documentation that supports these responses.

An example of supportive documentation would be the printed off certificates from the CANS NSLP Civil Rights Training PowerPoint

## CIVIL RIGHTS QUEST: 807 A-C

- How does the SFA collect racial/ethnic data?
  - *Explain how racial/ethnic data is gathered.*
  
- How often is this information collected?
  - *List how often racial/ethnic data is collected.*
  
- Provide documentation to support the response.
  - *Provide current racial/ethnic data documentation from Infinite Camps or NASIS.*

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Question 807 has 3 parts (A-C). How is the racial and ethnic data collected by the SFA? How often is it collected? And Provide documentation to support your responses. To answer these questions ***Explain how racial/ethnic data is gathered, List how often racial/ethnic data is collected, and Provide current racial/ethnic data documentation.***

Reminder: The Racial/ethnic data provided does not need to be student-specific information, but rather aggregate counts with no names included.

## CONTACT US!

### **CANS Office**

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Thank you for attending this webinar! If you have any questions about this training feel free to contact our office. You can email us at [DOESchoolLunch@state.sds.us](mailto:DOESchoolLunch@state.sds.us) or give us a call at 605-773-3413, or you can visit our website.

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(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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